

Municipal Clerk Certification

December 15, 2016

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Elections Division



DELBERT HOSEMAN
Secretary of State

Election Official Training

The Mississippi State HAVA plan requires municipal election officials to be certified by the office of the Secretary of State within six (6) months of any regularly scheduled Primary or General Election:

- Election Commissioners
- Party Executive Committee Members
- Municipal Clerk and/or deputy municipal clerk(s)



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Section 5, Voting Rights Act

Since June, 2013, preclearance of a change in existing voting practice from the U.S.

Department of Justice is no longer required.
(*Shelby County, AL v. Holder*)



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Voting Machines

- Municipalities are not required to use any particular type of voting technology.
- Direct Recording Equipment (DRE) or Optical Mark Reading (OMR) voting machines are utilized in Primary and General Elections.
- Municipalities may use any voting method, but the municipality bears the cost.



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Municipal Boundaries and Districts

- Only voters who reside within the corporate boundaries of the municipality may participate in municipal elections.
- If your municipality is divided into wards or districts, only voters who reside within those wards or districts may vote in those races.



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Municipal Boundaries and Districts

- Municipal governing authorities may:
 - Possibly divide the municipality into wards
 - Possibly divide the municipality into voting precincts with different polling places for those precincts.
- Municipal boundaries and districts must be entered into the Statewide Elections Management System (SEMS).



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Municipal Population and Aldermen

Municipal population 10,000 or more:

7 aldermen, elected at large or by wards

Municipal population 10,000 or less:

5 aldermen, elected at large or by wards

2016 Amendment to § 21-3-7, Miss. Code Ann.:

Municipal population of 500 or less:

3 aldermen



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Municipal Clerk

Beginning in 2017, all municipal clerks in code charter municipalities are appointed, as opposed to elected.

- Amendment to Miss. Code Ann. § 21-3-3 by House Bill 130 (Regular Session, 2016).



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Municipal Boundaries and Districts

- Redistricting is required every ten (10) years following the decennial census to ensure equal representation.
- Any redistricting changes must be implemented in SEMS, and voters must be notified of any changes to polling places by the sending of a new voter registration card.



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Statewide Elections Management System

- Electronic Voter Roll for the entire State of Mississippi.
- Municipal Clerks are registrars of voters of the municipalities. (§23-15-35, *Miss. Code Ann.*)
- Coordination and cooperation between the Municipal Clerk and Election Commissioners and the County Circuit Clerk and Election Commissioners.



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Statewide Elections Management System

- Every election in Mississippi, including municipal elections, must be entered into SEMS so pollbooks may be printed.
- Municipalities may request and receive “Read Only” access to SEMS.
 - Read Only access to SEMS enables the municipality to print its own pollbooks.



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Voter Registration

- The Municipal Clerk's Office must be open the Saturday before the 30th day before any regularly scheduled Primary or General Election from 8am until 12 noon.
 - April 1st is the deadline before the Primary Election;
 - May 1st is the deadline before the General Election.
- A voter must be registered in the municipality 30 days prior to Election Day.



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Disenfranchising Crimes

Arson	Armed Robbery	Bigamy
Bribery	Felony Bad Check	Embezzlement
Extortion	Felony Shoplifting	Forgery
Larceny	Statutory Rape	Murder
Perjury	Timber Larceny	Rape
Robbery	Unlawful Taking of a Motor Vehicle	
Theft	Receiving Stolen Property	
Carjacking	Obtaining Money or Goods Under False	
Larceny Under Lease	Pretense	



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Voter Registration

- A UOCAVA voter may register until 10 days prior to an election.
- The effective date of registration is the date the application is received by your office or, if received by mail, the date it was postmarked.



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Regularly Scheduled Elections

Code Charter Municipalities

- Primary Election Day: May 2, 2017
- Primary Runoff Election Day: May 16, 2017
- General Election Day: June 6, 2017



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Cost of Elections

The municipality pays all costs of all elections: Primary, Primary Runoff, General and Special Elections.

- The municipal governing authority determines the compensation, if any, to be paid to the Municipal Election Commissioners and any compensation above the statutory minimum to be paid to poll workers.



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Municipal Election Commissioners

The municipal governing authority appoints registered voters of the municipality as election commissioners based on population:

- Less than 20,000: 3
- 20,000 or more, but less than 100,000: 5
- 100,000 or more: 7



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Municipal Executive Committee

Municipal Executive Committees are responsible for conducting municipal primary elections.

- A Municipal Executive Committee has as many members as elected officers of the municipality.
- Vacancies are filled by appointment of the remaining members of the Executive Committee.
- Members are elected in the Primary Election.



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Municipal Executive Committee

A political party which does not have a Municipal Executive Committee already in place may establish a temporary Executive Committee no later than 30 days of the qualifying deadline for municipal candidates.

- Miss. Code Ann. § 23-15-313

If no temporary committee is formed, the county executive committee may serve as the temporary municipal executive committee.



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Executive Committee Contract

Municipal Executive Committees may enter into written agreements with Municipal Election Commissions or Municipal Clerks to perform certain statutory duties in a Primary Election if the political party with which such municipal executive committee is affiliated: (a) has cast for its candidate for Governor in the last two (2) gubernatorial elections 10% of the total vote cast for Governor; or (b) has cast for its candidate for Governor in three (3) of the last five (5) gubernatorial elections 25% of the total vote cast for Governor.



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Executive Committee Contract

- Appoint poll managers (*Miss. Code Ann. § 23-15-265*),
- Train poll managers (*Miss. Code Ann. § 23-15-239*),
- Distribute ballot boxes (*Miss. Code Ann. § 23-15-267*),
- Print ballots (*Miss. Code Ann. § 23-15-333*),
- Distribute to poll managers (*Miss. Code Ann. § 23-15-335*), and
- Canvass and certify the election (*Miss. Code Ann. § 23-15-597*).



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Candidate Qualifying

- Qualifying Deadline – 60 days before the date of the first Primary Election.
 - March 3, 2017 at 5:00 p.m.
- Deadline applies to both party primary and independent (general election) candidates.
- All candidates file their qualifying papers with the Municipal Clerk.



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Party/Primary Candidate Qualifying

Party/Primary Election candidates:

- Pay a filing fee of ten dollars (\$10.00) and
- File a Statement of Intent with the Municipal Clerk
 - Form Statement of Intent available on our website:
<http://www.sos.ms.gov/Elections-Voting/Pages/Candidate-Qualifying-Forms.aspx>.



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Party/Primary Candidate Qualifying

- The Municipal Clerk should ascertain if a municipal executive committee is in place before accepting any candidate's statement of intent or filing fee for a primary election.
- If a Municipal Executive Committee is in place, the clerk's office accepts the completed qualifying forms and forwards the same to the Secretary of the Executive Committee.



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Party/Primary Candidate Qualifying

- A receipt for payment should be given to party candidates, and the qualifying fee should be promptly paid to the Secretary of the Municipal Executive Committee.
- For auditing purposes, request qualifying candidates pay the filing fee by check.



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Independent Candidate Qualifying

Independent candidates file a:

- Petition signed by no less than 50 qualified electors of municipality or district if the population is 1000 or more; 15 qualified electors of municipality or district if the population is less than 1000, and
- Statement of Intent.
 - Forms are available on our website:
<http://www.sos.ms.gov/Elections-Voting/Pages/Candidate-Qualifying-Forms.aspx>.



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Independent Candidate Qualifying

- Upon receipt of a filed Petition, verify the number of signatures are of registered voters of the municipality and/or district.
 - Attach a Certificate
- The filed Statement of Intent and Petition, with Certificate, should be forwarded to the Municipal Election Commission.



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Qualifying Candidates

The Municipal Executive Committee for the Primary Election and the Municipal Election Commission for the General Election determines the candidates' qualifications:

- Did the candidate timely submit the qualifying documents?
- Is the candidate a qualified elector of the municipality and district/ward, if the office is a district/ward seat?
- Has the candidate been convicted of a disqualifying crime?
- Does the candidate meet the qualifications of the office sought.



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Qualifying Candidates

When the Executive Committee or the Election Commission determines a candidate is not qualified, the candidate must be provided written notice and an opportunity to be heard.



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Additional Candidate Requirements

Statement of Economic Interest:

- Candidates, within 15 days of qualifying
- Incumbents, on or before May 1st each year.
 - www.ethics.state.ms.us

Campaign Finance Disclosure Reports



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Campaign Finance

The Municipal Clerk's Office must:

- Make blank forms available to candidates,
- Accept completed campaign finance reports from municipal candidates and political committees,
- Make completed forms available for public inspection,
- Provide copies of all reports to MSOS, and
- Notify the Election Commission if reports are not filed.



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Municipal Campaign Finance Schedule

❖ Primary Pre-Election Report: April 25, 2017

January 1, 2017 through April 22, 2017

❖ Primary Pre-Runoff Election Report: May 9, 2017

April 23, 2017 through May 6, 2017

❖ Pre-Election Report, May 30, 2017

April 23, 2017 through May 27, 2016

❖ 2017 Annual Report, Jan. 31, 2018

January 1, 2017 through December 31, 2017



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Campaign Finance

All contributions in excess of \$200 in the aggregate must be itemized.

- Identify the contributor by name, mailing address, employer or occupation, date and amount of contribution.

All expenditures in excess of \$200 in the aggregate must be itemized.

- Identify the expenditure by name, mailing address, purpose of the disbursement (optional), date and amount of the expenditure.



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Campaign Finance Penalties

A candidate's campaign finance report(s) **MUST** be filed prior to taking office.

- Misdemeanor, punishable by a fine not to exceed \$3000 or imprisonment for up to 6 months,
- No candidate may be certified as nominated or elected to office,
- No candidate elected to office may receive any salary or remuneration.



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Printing the Primary Election Ballot

- The Municipal Executive Committee is responsible for proofing and printing the ballot.
- The candidates' names are to be listed in alphabetical order.
- If only one candidate qualified for a particular office, the candidate's name need not be listed on the ballot, but the committee must declare that candidate to be the party's nominee.



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Printing the General Election Ballot

- One commissioner designated by the Municipal Election Commission is responsible for proofing and printing the ballot.
- The order in which the candidates' names are listed is left to the discretion of the designated commissioner.



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Printing the General Election Ballot

If only one candidate qualified for a particular office, the candidate's name must be listed on the ballot.

If only one candidate qualified for all offices on the general election ballot, the Election Commission may dispense with the election and declare each candidate elected without opposition.



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Absentee Voting

- Absentee ballot applications must be available 60 days before any election.
- Absentee ballots must be available 45 days before an election, or as soon as possible.
- Absentee ballots must be printed on tinted paper of a tint different from that of the regular official ballot.



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Absentee Voting: Who is Eligible?

- Members of the United States Armed Forces, or their spouses and/or dependents.
- Members of the Merchant Marines or American Red Cross, or their spouses and/or dependents.
- Disabled war veterans who are patients in any hospital, or their spouses and/or dependents.
- Civilians attached to any branch of the Armed Forces, the Merchant Marines, or the American Red Cross and serving outside the United States, or their spouses and/or dependents.



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Absentee Voting: Who is Eligible?

- Any trained or certified emergency response provider who is deployed on Election Day during any state of emergency declared by the President of the United States or any Governor of any U.S. State.
- Persons temporarily residing outside the territorial limits of the United States and the District of Columbia.
- Students, teachers, or administrators whose employment or studies necessitate their absence from their county of voting residence, or their dependent or spouse who maintains a common domicile outside the county of voting residence.



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Absentee Voting: Who is Eligible?

- Persons who will be outside their counties of residence on Election Day.
- Persons required to be at work on election day during the times at which the polls will be open.
- Persons temporarily or permanently physically disabled.
- Members of the Mississippi Congressional delegation, or their spouses and/or dependents.



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Absentee Voting: Who is Eligible?

- Persons sixty-five (65) years of age or older.
- Parents, spouses, or dependents of persons having a temporary or permanent physical disability who are hospitalized outside their counties of residence or more than fifty (50) miles away from their residences if the parents, spouses, and/or dependents will be with such persons on Election Day.

Miss. Code Ann. § § 23-15-627; 23-15-673; 23-15-713



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Absentee Voting by Mail

Voters eligible to vote by absentee ballot by mail:

- Voters who are temporarily residing outside the municipality,
- Voters who are temporarily or permanently physically disabled,
- Voters who are sixty-five (65) years of age or older, or
- The parents, spouse, or dependents of temporarily or permanently disabled persons who are hospitalized outside of their cities of residence or more than 50 miles away from their residence if those persons will be with them on election day.



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Instructions to Absent Electors

The Municipal Clerk must enclose with each ballot mailed to an absentee voter printed instructions.

See, Miss. Code Ann. § 23-15-631.



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Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)

- Absentee ballots may be requested, sent and received by mail, email or fax.
- One absentee ballot application per calendar year.
- Absentee ballots must be prepared and sent 45 days prior to each election, if a previous request has been received.
- UOCAVA voters have an extended voter registration deadline: 10 days prior to the primary or general election.



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UOCAVA Voters

- Members of the United States Armed Forces, or their spouses and/or dependents.
- Members of the Merchant Marines or American Red Cross, or their spouses and/or dependents.
- Disabled war veterans who are patients in any hospital, or their spouses and/or dependents.
- Civilians attached to any branch of the Armed Forces, the Merchant Marines, or the American Red Cross and serving outside the United States, or their spouses and/or dependents.



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UOCAVA Voters

- Any trained or certified emergency response provider who is deployed on Election Day during any state of emergency declared by the President of the United States or any Governor of any U.S. State, or their spouses and/or dependents.
- Persons temporarily residing outside the territorial limits of the United States and the District of Columbia, or their spouses and/or dependents.
- Any student at the United States Naval Academy, Coast Guard Academy, Marine Academy, Air Force Academy or Military Academy, or their spouses and/or dependents.



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Voter Registration and Absentee Ballot Request Federal Post Card Application (FPCA)

For any questions about this form, consult the Voting Assistance Guide available in hard copy or on FVAP.gov or your Voting Assistance Officer.

For absent Uniformed Service members, their families, and citizens residing outside the U.S.

Please print in black ink.

Classification

Make only 1 selection.

(In most States, you must be absent from your voting district to use this form).

1

I request an absentee ballot for all elections in which I am eligible to vote AND:

- ☐ I am a member of the Uniformed Services or Merchant Marine on active duty OR ☐ I am an eligible spouse or dependent.
☐ I am an activated National Guard member on State orders.
☐ I am a U.S. citizen residing outside the United States, and I intend to return.
☐ I am a U.S. citizen residing outside the United States, and my return is not certain.
☐ I am a U.S. citizen and have never resided in the United States.

Political party

2

Your State may require you to specify a political party to vote in primary elections:

Legal name

3

Last name Suffix
 First name Middle name
 Previous name (if applicable)

Identification

Some States require your full SSN. Check your State's pages in the Voting Assistance Guide on FVAP.gov.

4

State Driver's License or ID
 OR Social Security Number
 Birth date Sex ☐ M ☐ F Race
M M D D Y Y Y Y See instructions

Contact information

Include international prefixes. No DSN numbers.

5

Telephone
 Fax
 Email

Ballot receipt

6

Rank from 1-3 in order of preference; be sure appropriate contact information is provided above.

I prefer to receive my ballot, as permitted by my State, by: ☐ Email/Online ☐ Mail ☐ Fax

Voting residence address

Usually your last U.S. residence or your legal U.S. residence. See instructions.

7

Street Address (not P.O. box) Apt. #
 City/Town/Village
 County State Zip Code -

Where to send my ballot

This is your current mailing address and should be different from above. If required, place a forwarding address in Box 9.

8

Additional requirements for your State

Such as: mail forwarding address, additional email address/phone number, or other State required information. See Voting Assistance Guide.

9

Affirmation (REQUIRED): I swear or affirm, under penalty of perjury, that:

- The information on this form is true, accurate, and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.
- I am a U.S. citizen, at least 18 years of age (or will be by the day of the election), eligible to vote in the requested jurisdiction, and
- I am not disqualified to vote due to having been convicted of a felony or other disqualifying offense, nor have I been adjudicated mentally incompetent; or if so, my voting rights have been reinstated; and
- I am not registering, requesting a ballot, or voting in any other jurisdiction in the United States, except the jurisdiction cited in this voting form.

Signature

Today's date

You must sign and send in.

M M D D Y Y Y Y

Witness signature / date if required by your State.

Signature

Date

This information is for official use only. Any unauthorized release may be punishable by law.

PREVIOUS EDITIONS ARE OBSOLETE.

Standard Form 76 (Rev. 08-2013), OMB No. 0704-0503

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Vote by writing the name and/or party affiliation of the candidate for whom you wish to vote. Some States allow the Federal Write-In Absentee Ballot to be used by military and overseas voters in elections other than general elections or for offices other than Federal offices. Consult the Voting Assistance Guide to determine your State's policy.

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**** Legal residents of American Samoa, Guam, Puerto Rico and the U.S. Virgin Islands may vote only for Delegate or Resident Commissioner to the Congress.**

If you are eligible to use this ballot to vote for offices other than those listed above or for ballot initiatives, please indicate in the spaces provided below, the office for which you wish to vote (for example: Governor, Attorney General, Mayor, State Senator, etc.). You may also indicate the ballot initiative and your vote for the initiative.

**Candidate Name, Party Affiliation,
or Initiative Vote**

[illegible][illegible]

Record of Absentee Voters

- The Municipal Clerk must keep a permanent ledger for the purpose of showing the number of applications, the voter, and the person to whom the applications were given.
- The Municipal Clerk must also keep a list of all voters who cast an absentee ballot, and this list shall be conspicuously posted in the clerk's office for public inspection.



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Distribution of Applications

- The registrar shall be responsible for furnishing an absentee ballot application to any **ELECTOR** authorized to receive an absentee ballot, upon the oral or written request of the elector who seeks to vote by absentee ballot.
- The parent, child, spouse, sibling, legal guardian, those empowered with a power of attorney for that elector's affairs or agent of the elector may orally request an absentee ballot application on behalf of the elector.



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Permanently Disabled List

An application for an absentee ballot of a person who is permanently physically disabled may be accompanied by a statement signed and sworn to by a physician or nurse practitioner indicating the person is permanently physically disabled.

- This voter automatically receives an absentee ballot for all elections on a continuing basis without the need for another application.



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Agents and Skilled Nursing Homes

- To obtain an application, an agent must have a written designation by the elector. It must be witnessed and have the address of the witness.
- The written designation is valid for one year.
- No one other than the voter, a family member or “person designated” may request an absentee ballot for a skilled nursing resident.
- “Family member” means a spouse, parent, grandparent, sibling, adult child, grandchild or legal guardian.



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Requests by Telephone

- The Municipal Clerk is authorized to accept requests for absentee ballots by telephone.
- The Municipal Clerk shall ascertain the name and complete address of the person making the telephone request and print on the application, the name and complete address of the requestor, the relationship to the voter if other than the voter, and the date the request was made.



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Delivery of Ballots to Applicant

- The Municipal Clerk shall only deliver absentee ballots to an applicant by mail or to the applicant in the registrar's office
- The voter shall cast his ballot in secret, fold the ballot and deposit it in the envelope furnished by the registrar.
- After sealing the envelope, the voter shall swear to an affidavit printed on the back of the envelope containing the applicant's signature.



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Seal and Initials of Clerk

- An absentee ballot application must have the seal of the Municipal Clerk and be initialed by the Clerk or her deputy.
- A copy of an absentee ballot application is not be valid unless it is a copy provided by the Municipal Clerk's Office and contains the original seal and initials of the Clerk or her deputy.



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Notarizing Applications

Absentee ballot applications must be notarized or sworn and subscribed to by another official authorized to administer oaths.

- Except applications of voters who are temporarily or permanently disabled.
- Voter's signature must be witnessed by a person eighteen (18) years of age or older, who does not need to be a registered voter of the municipality.



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- ☐ Democratic Primary ☐ Republican Primary ☐ General Election ☐ Special Election
☐ Democratic Runoff ☐ Republican Runoff ☐ General Runoff ☐ Special Runoff

**OFFICIAL APPLICATION FOR ABSENTEE ELECTOR'S BALLOT**

I, _____, duly qualified and registered in the _____ Precinct of the County of _____ and State of Mississippi, coming with the purview of the definition 'ABSENTEE ELECTOR' will be absent from the county of my residence on election day, or unable to vote in person because (Check appropriate reason):

() (PRESIDENTIAL APPLICATION ONLY): I am currently a resident of Mississippi or have moved therefrom within thirty (30) days of the coming presidential election.

() I am an enlisted or commissioned member, male or female, of any component of the United States Armed Forces and am a citizen of Mississippi, or a spouse or dependent of such a member.

() I am a member of the Merchant Marines or American Red Cross and am a citizen of Mississippi or a spouse or dependent of such a member.

() I am a disabled war veteran who is a patient in any hospital and am a citizen of Mississippi or a spouse or dependent of such a veteran.

() I am a civilian attached to and serving outside of the United States with any branch of the United States Armed Forces or with the Merchant Marines or American Red Cross, and am a citizen of Mississippi or dependent of such a civilian.

() I am a citizen of Mississippi temporarily residing outside the territorial limits of the United States and the District of Columbia.

() I am a student, teacher or administrator at a college, university, junior or community college, high, junior high, elementary or grade school whose studies or employment at such institution necessitates my absence from the county of my voting residence or a spouse or dependent of such a student, teacher or administrator who maintains a common domicile outside the city of my voting residence with such student, teacher or administrator.

() I will be outside the county on Election Day.

() I have a temporary or permanent physical disability.

() I am sixty-five (65) years of age or older.

() I am the parent, spouse or dependent of a person with a temporary or permanent physical disability, who is hospitalized outside his county of residence or more than fifty (50) miles away from his residence, and I will be with such a person on election day.

() I am a member of the congressional delegation, or a spouse or dependent of a member of the congressional delegation.

() I am required to be at work on election day during the times at which the polls will be open.

I hereby make application for an official ballot, or ballots, to be voted by me at the election to be held in _____ County,

for the _____ Election.

Mail "ABSENTEE ELECTOR'S BALLOT" to me at the following address: _____

(If eligible to vote by mail).

I realize that I can be fined up to Five Thousand Dollars (\$5,000.00) and sentenced up to five (5) years in the penitentiary for making a false statement in this application and for selling my vote and violating the Mississippi Absentee Voter Law.

If you are temporarily or permanently disabled, you are not required to have this application notarized or signed by an official authorized to administer oaths for absentee balloting. You are required to sign this application in the proper place and have a person eighteen (18) years of age or older witness your signature and sign this application in the proper place.

DO NOT SIGN WITHOUT READING

IN THE WITNESS WHEREOF I have hereunto set my hand and seal this the _____ day of _____, 2____,

(Signature of Absentee Elector)

SWORN TO AND SUBSCRIBED before me this the _____ day of _____, 2____,

(Official authorized to administer oaths for absentee balloting)

(Circuit Clerk)

(Deputy Clerk)

TO BE SIGNED BY A WITNESS FOR VOTERS TEMPORARILY OR PERMANENTLY DISABLED:

I HEREBY CERTIFY that this application for an absentee elector's ballot was signed by the above-named disabled elector in my presence and that I am at least eighteen (18) years of age, this the _____ day of _____, 2____,

(Signature of Witness)

CERTIFICATE OF DELIVERY

I hereby certify that _____ has requested that I, _____

(Print name of voter)

(Print name of person delivering application)

deliver to the voter this absentee ballot application.

(Signature of person delivering application)

(Address of person delivering application)

Voter Receiving Assistance

If the voter has received assistance in marking his ballot, the person providing assistance shall complete the **CERTIFICATE OF PERSON PROVIDING VOTER ASSISTANCE**, which is printed on the back of the envelope containing the applicant's ballot.



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Signatures of Elector and Attesting Witness

On any envelope where the elector's signature and the signature of the attesting witness are required, the signatures shall be across the flap of the envelope to insure the integrity of the ballot.



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Prohibitions

- It is illegal to hand deliver absentee ballots.
- Unless an absentee ballot is being voted in the Municipal Clerk's office, it must be mailed by the clerk to the voter and the voter must return the voted absentee ballot by mail.
- A person who is a candidate for public office may not be an attesting witness for any absentee ballot upon which that person's name appears.



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Absentee Voting Deadlines

- Municipal Clerk's Office must be open from 8:00 a.m. to 12 noon the two (2) Saturdays immediately before each election.
- Deadline for in-person absentee voting: Saturday before a Tuesday election, 12 noon.
- Deadline for receipt of absentee ballots returned by mail: Monday before a Tuesday election, 5:00 p.m..
- Deadline for UOCAVA ballots: 7:00 p.m. on Election Day.



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Additional Responsibilities

- Immediately deposit all voted absentee ballots into a sealed ballot box.
- Ensure absentee ballots and applications are placed in the ballot box for the correct polling place on Election Day.
- Ensure all absentee ballots received after the deadline are marked with the date and time of receipt and properly preserved.



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Voter Photo Identification

Any voter who casts an absentee ballot in the Municipal Clerk's Office or who casts a ballot in person on Election Day must present a current and valid, acceptable form of photo ID.

- Current means the photo ID has no expiration date at all, or was not issued more than ten (10) years prior to the date it is presented in the Clerk's Office during absentee voting or in the polling place on Election Day.
- Valid means it does not appear to be a fake or forgery.



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Acceptable Photo ID

1. Driver's license;
2. Photo ID card issued by any branch, department, agency, or entity of the State of Mississippi;
3. United States passport;
4. Employee photo ID card issued by any branch, department, agency, or entity of the U.S. government;
5. License to carry a pistol or revolver;
6. Tribal photo ID card;
7. Student ID card, issued by any accredited college, university or community or junior college in the State of Mississippi;
8. Mississippi Voter ID card;
9. Any photo ID issued by any branch, department, agency, or entity of the U.S. government or any state government, such as a driver's license issued by a state other than Mississippi.



DELBERT HOSEMAN
Secretary of State



MISSISSIPPI
VOTER IDENTIFICATION CARD
VOTERMAN
IMA SAMPLE
123 MAIN STREET
THIS CITY, MS 12345
HINDS COUNTY

C. Delbert Hosemann, Jr.

FOR VOTING PURPOSES ONLY

IMA SAMPLE VOTERMAN
PO BOX 0000
THIS CITY, MS 12345

HINDS COUNTY

ISSUED: 11/24/2013

**VALID FOR VOTING
PURPOSES ONLY**



C. Delbert Hosemann, Jr.
DELBERT HOSEMANNN
Secretary of State

98765



DELBERT HOSEMANNN
Secretary of State

Absentee Voting with Voter ID

A voter who casts an absentee ballot by mail, e-mail or fax is NOT required to present or provide a copy of a photo ID when returning his/her voted absentee ballot.



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Secretary of State

Voting with Photo ID

If the voter presents:

- *An acceptable form of photo ID,*
- *Which fairly depicts the voter, and*
- *The name on the presented photo ID is substantially similar to the voter's name as it appears in the pollbook,*

THEN the voter is entitled to cast a regular ballot.



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Secretary of State

Voting with Photo ID

If the voter is UNABLE to:

- *Present an acceptable form of photo ID, or*
- *The photo on the presented ID does not fairly depict the voter, or*
- *The name on the presented ID is not substantially similar to the voter's name as it appears in the pollbook,*

THEN, the voter must be provided an affidavit ballot.



DELBERT HOSEMAN
Secretary of State

AFFIDAVIT BALLOT

1. VOTER INFORMATION

(to be completed by voter)

Printed Name of Voter _____ Maiden Name, if applicable _____

Date of Birth _____ *MS Driver's License # _____ Daytime Phone # _____

New (Current Street Address - NO P.O. Box) _____ City & Zip Code _____

Old (Previous Street Address - NO P.O. Box) _____ City & Zip Code _____

Current Mailing Address _____ City & Zip Code _____

Did you recently register to vote in this county? ____ Yes ____ No

* If you do not have a Mississippi Driver's License, then provide the last 4 digits of your Social Security number.

AFFIDAVIT OF VOTER

(Check only ONE box below)

This day, I personally appeared before the undersigned manager of the election and make the following affidavit, under penalty of law:

☐ I am not registered to vote because I have been illegally denied registration; **OR,**

I am eligible to vote in this election; I am a resident of this precinct and lawfully registered to vote in this county at least 30 days prior to this date, and:

☐ I have moved recently from the old street address (provided above) to the new address (provided above); **OR,**

☐ I have not moved recently, but my name is not on the pollbook; **OR,**

☐ I did not present acceptable photo ID; **OR,**

☐ I have a religious objection to being photographed; **OR,**

☐ I do not otherwise qualify under state or federal law to cast a regular election day ballot.

X
Signature of Voter _____ Date _____

X
Signature of Poll Manager (Poll Manager: Be sure to complete Poll Manager Information on other side of this envelope.) _____

NOTICE TO VOTER:

- Be sure you have read and completed all areas printed above.
- Be sure you have signed this affidavit envelope.
- You are entitled to receive written information on how to learn if your affidavit ballot was counted and, if it was not counted, the reason it was not counted.



2. POLL MANAGER

(Must sign on the other side of envelope)

Election: ☐ Primary ☐ General ☐ Special

_____, 20____ County of _____
(Month, Date)

Reason for Affidavit Ballot

- ☐ Voter's name not on pollbook
☐ Voter did not present ID
☐ Voter's name on inactive list

Date of Election: _____

Ballot issued from: _____
(Month, Date)

Comments: _____

3. FOR OFFICE USE ONLY

(For Election Commission or Party Executive Committee)

Registered in Precinct: _____
(Name of Precinct)

Voted in Precinct: _____
(Name of Precinct)

Mark all that apply

- ☐ Not registered and no evidence of registration
☐ Registered but name not on pollbook
☐ Registered too late
☐ Moved within county/municipality
☐ Moved outside county/municipality
☐ Inactive or purged voter
☐ No acceptable photo ID
☐ Voter presented photo ID within 5 business days after casting ballot.
☐ Voter did not present photo ID within 5 business days after casting ballot.
☐ Voter completed affidavit of religious objection within 5 business days after casting ballot.
☐ Voter did not complete affidavit of religious objection within 5 business days after casting ballot.

Final Action Taken on Affidavit Ballot:

- ☐ ACCEPTED
☐ REJECTED

Follow-Up Action Taken:

- ☐ Address changed/updated in SEMS
☐ Voter returned to active status in SEMS
☐ Information forwarded to county/municipality
☐ Mail-in voter registration sent to voter
☐ Information provided to voter, as requested

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Secretary of State

No voter is ever refused the right to vote, or turned away from the precinct because he/she does not have an acceptable photo ID.



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Secretary of State

Religious Objection

Voters who have a religious objection to being photographed are NOT required to present photo ID; however, these voters MUST vote by an affidavit ballot and, within five (5) business days after the Election, complete an Affidavit of Religious Objection in the Municipal Clerk's Office for the affidavit ballot to be accepted and counted.



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Secretary of State

Voter ID Affidavit Voters

- A voter who casts an affidavit ballot because the voter could not present an acceptable form of photo ID has five (5) business days after Election Day to present an acceptable photo ID to the Municipal Clerk's Office.
- A voter who casts an affidavit ballot because the voter has a religious objections to being photographed has five (5) business days after Election Day to sign an Affidavit of Religious Objection in the Municipal Clerk's Office.



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Secretary of State

Processing Voter ID Affidavit Ballots

- The Executive Committee or the Election Commission should provide the Municipal Clerk with a list of voter ID affidavit voters.
- The Municipal Clerk should check off the voters' names who present an acceptable form of photo ID within the five (5) business days after Election Day.
 - Make a copy of the presented photo ID.



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Secretary of State

Voter ID Penalties

- Any poll manager who fails to ask or require a voter to present an acceptable form of photo ID before casting a ballot shall be prosecuted for corrupt conduct.
- *Miss. Code Ann. § 97-13-19*: The penalty for corrupt conduct is imprisonment in the penitentiary for a term not exceeding two years.
- *Miss. Code Ann. § 23-15-269*: The penalty for refusing or knowingly failing to perform any duty required by the election code is a fine not less than \$25.00 nor more than \$100.00, imprisoned in the county jail not less than 10 days nor more than 90 days, or both.



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Secretary of State

1.844.MSVOTER



MSVoterID.ms.gov



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Secretary of State

Poll Managers

- The Executive Committee, for the Primary Elections, and the Election Commission, for the General Election, appoint a minimum of three (3) registered voters of the municipality to serve as poll managers at each precinct.
- Alternate poll managers should also be appointed and trained so they are available in the event a poll manager is unable to serve on Election Day.



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Secretary of State

Student Poll Worker Interns

Section 23-15-240, Miss. Code allows Junior and Senior High School students to be appointed as poll worker interns; this law allows teenagers to become more acquainted with their community, elections and their county elected officials. Student Interns must be

- Recommended by a principal or other school official,
- At least 16 years of age at the time of the election,
- A resident of the county/municipality, and
- Enrolled in a public high school, accredited private school or legitimate home instruction program.



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Number of Poll Managers

Election Officials may, in their discretion, appoint additional poll managers based on the number of registered voters in a given precinct.

Registered Voters in a Precinct	Minimum Number of Poll Managers	Number of Optional Poll Managers	Maximum Number of Poll Managers
0-500	3	3	6
501-1500	3	6	9
1501-2500	3	9	12
2501-3500	3	12	15
3501-4500	3	15	18
4501-5500	3	18	21



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Types of Poll Managers

- Receiving and Returning Manager
- Bailiff Manager
- Initialing/Alternate Initialing Manager
- Voting Machine: Opening/Closing Manager
- Alternate Poll Managers



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Voting Machine Training

If the municipality is conducting the election with voting machines, at least twenty-one (21) days before each election, the Executive Committee for the Primary Election and the Election Commission for the General Election must appoint persons to instruct poll managers in the use of voting machines.



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Poll Manager Training

- The Executive Committee for the Primary Election and the Election Commission for the General Election, in conjunction with the Municipal Clerk, is responsible for conducting poll manager training.
- All poll workers must have received training within 12 months of the election.
- Training must be completed no later than five (5) days before the date of the election.



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Compensation of Poll Managers

- Poll Managers are paid a minimum of \$75 per election.
- The manager who is designated as the Receiving and Returning Manager is entitled to an additional \$10 for taking the boxes to the polling place and another \$10 for returning the boxes after the election. The Receiving and Returning manager is also entitled to receive mileage for each mile traveled in excess of ten (10).
- Municipal governing authorities may pay managers an additional amount not to exceed \$50 per election.



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Poll Manager Training Materials

The Secretary of State's Office provides the following Poll Manager Training Materials:

- Mississippi Poll Manager Guide
- On-Line Poll Manager Training (available on DVD)
- Municipal Election Handbook
- Materials may be downloaded from the Secretary of State's website from any computer.



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Pre-Election Day Duties: Poll Managers

Prior to Election Day, the officials in charge of the election have:

- Appointed all poll managers and alternates;
- Assigned each poll manager to a precinct;
- Assigned each poll manager his/her duties (initializing manager, bailiff, R&R Manager, voting machine);
- Trained all poll managers, alternate poll managers and resolution board members; and
- Trained certain poll managers in the use of the voting machines.



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Pre-Election Day Duties: Voting Machines

If using voting machines, the officials in charge of the election have:

- Demonstrated the use of the voting machines in the municipality;
- Tested and inspected the voting machines at least three (3) days prior to Election Day;
- Sealed and secured the voting machines after testing; and
- Delivered the voting machines to the precincts.



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Pre-Election Day Duties: Ballots

- The printer shall deliver to the officials in charge of the election a certificate of the number of ballots printed for each precinct and shall not print any additional ballots.
- Commissioners appoint one manager to receive and distribute official ballots at the precinct and return all used and unused ballots and other materials to the Election Central after the election has been held.
- Commissioners furnish stationery and blank forms for making returns of the election for all precincts.



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Pre-Election Day Duties: Ballot Boxes

- Officials in charge of the election obtain a sufficient number of ballot boxes and distribute them before the opening of the polls.
- Officials in charge of the election schedule a time prior to the election for the Receiving and Returning Manager to pick up the election materials.
 - Ballot boxes and supply boxes should be packed and ready for pick up.



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Secretary of State

Setting up the Precinct

6:00 A.M. – 7:00 A.M.



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Secretary of State

Open Voting Devices

- Specific poll managers are responsible for opening the voting machines.
 - At least two (2) poll managers should be assigned to this duty and trained on the machines.
- Follow opening procedures.
 - Immediately alert Election Central if you have problems.
- Print and post Zero Tapes.
 - 1 zero tape posted on the wall; 1 zero tape placed inside the memory card transport bag, signed by the poll managers.



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Opening Ballot and Supply Boxes

Unpack ballot box and supply box. Check for:

- Paper ballots;
- Sealed absentee ballots, applications and absentee voter list;
- Affidavit envelopes and voter information;
- Pollbook;
- Receipt book;
- Posters and signs; and,
- Any other supplies or materials you may need (pens, tape, office supplies, etc.).



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Ballot Box/Bag

After verifying the absentee envelopes with applications for your precinct are enclosed, post the absentee voter list on the wall in the precinct and place the sealed absentee ballot envelopes with applications back in the ballot box/bag. **Replace the SEAL.**

- All voted ballots must be kept in the sealed ballot box/bag until the polling place closes.
- Includes absentee, affidavit, emergency, challenged and curbside ballots.



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Polling Place Signs

- A sample ballot
- Hours during which the polling place will be open
- Instructions on how to cast a provisional/affidavit ballot
- Instructions for mail-in registrants who are unverified first-time voters
- General information on voting rights under federal and state law
- General information on prohibitions of fraud and misrepresentation
- Have Your Acceptable Photo ID Ready poster
- AG Opinion Voter ID penalty poster



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Sign Oath

Poll managers are required to sign an oath prior to performing their duties. The oath is usually signed in the receipt book.

- Miss. Code Ann. § 23-15-237: The managers and clerks shall be sworn by some officer present competent to administer oaths, or each may be sworn by one of the others, faithfully to perform their duties at the election according to law, and not to attempt to guide, aid, direct or influence any voter in the exercise of his right to vote, except as expressly allowed by law.



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Poll Watchers

- Each candidate on the ballot shall have the right to be present, or to have a representative present, at the polling place.
- Political parties with a candidate on the ballot may have two (2) representatives present at the polling place in general or special elections only.
 - Political parties are not entitled to representatives in the polling place for primary elections.
- Poll watchers and candidate representatives may be present after the close of the polling place for the public counting of the ballots.



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Processing Voters

7:00 A.M. – 7:00 P.M.



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Processing Voters

- Check for voter's name in the pollbook.
- Verify the voter is in the correct precinct.
- Ask voter to present an acceptable form of photo ID.
- Verify the picture on the presented photo ID fairly depicts the voter.
- Verify the name on the presented photo ID is substantially similar to the voter's name as it appears in the pollbook.
- Write "VOTED" in the pollbook beside the voter's name.
- The voter signs his/her name in the receipt book and casts his/her ballot.



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Voter's Name NOT in Pollbook

- Check under maiden name or married name(s);
- Check for hyphenated names;
- Check for misspellings or unusual spellings of the voter's name;
- Check to see if the voter is listed under his first name instead of last name;
- Ask for the voter's address to confirm the voter is in correct precinct; and
- Find out when and where the voter registered to vote.



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Voter's Name NOT in Pollbook

- If the voter is not in the correct precinct, the poll managers must direct the voter to the proper precinct.
 - Why? An affidavit ballot cast by a voter in the wrong precinct will not be counted.
- If the voter is in the correct precinct, he/she casts an affidavit ballot.
- If the voter is not registered to vote, he/she is still entitled to cast an affidavit ballot but it will not be counted.



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Secretary of State

AFFIDAVIT BALLOT

1. VOTER INFORMATION

(to be completed by voter)

Printed Name of Voter _____ Maiden Name, if applicable _____

Date of Birth _____ *MS Driver's License # _____ Daytime Phone # _____

New (Current Street Address - NO P.O. Box) _____ City & Zip Code _____

Old (Previous Street Address - NO P.O. Box) _____ City & Zip Code _____

Current Mailing Address _____ City & Zip Code _____

Did you recently register to vote in this county? ____ Yes ____ No

* If you do not have a Mississippi Driver's License, then provide the last 4 digits of your Social Security number.

AFFIDAVIT OF VOTER

(Check only ONE box below)

This day, I personally appeared before the undersigned manager of the election and make the following affidavit, under penalty of law:

☐ I am not registered to vote because I have been illegally denied registration; **OR,**

I am eligible to vote in this election; I am a resident of this precinct and lawfully registered to vote in this county at least 30 days prior to this date, and:

☐ I have moved recently from the old street address (provided above) to the new address (provided above); **OR,**

☐ I have not moved recently, but my name is not on the pollbook; **OR,**

☐ I did not present acceptable photo ID; **OR,**

☐ I have a religious objection to being photographed; **OR,**

☐ I do not otherwise qualify under state or federal law to cast a regular election day ballot.

☒

Signature of Voter _____

Date _____

☒

Signature of Poll Manager (Poll Manager: Be sure to complete Poll Manager Information on other side of this envelope.) _____

NOTICE TO VOTER:

- Be sure you have read and completed all areas printed above.
- Be sure you have signed this affidavit envelope.
- You are entitled to receive written information on how to learn if your affidavit ballot was counted and, if it was not counted, the reason it was not counted.



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Secretary of State

2. POLL MANAGER

(Must sign on the other side of envelope)

Election: ☐ Primary ☐ General ☐ Special

_____, 20____ County of _____
(Month, Date)

Reason for Affidavit Ballot

- ☐ Voter's name not on pollbook
☐ Voter did not present ID
☐ Voter's name on inactive list

Date of Election: _____

Ballot issued from: _____
(Month, Date)

Comments: _____

3. FOR OFFICE USE ONLY

(For Election Commission or Party Executive Committee)

Registered in Precinct: _____
(Name of Precinct)

Voted in Precinct: _____
(Name of Precinct)

Mark all that apply

- ☐ Not registered and no evidence of registration
☐ Registered but name not on pollbook
☐ Registered too late
☐ Moved within county/municipality
☐ Moved outside county/municipality
☐ Inactive or purged voter
☐ No acceptable photo ID
☐ Voter presented photo ID within 5 business days after casting ballot.
☐ Voter did not present photo ID within 5 business days after casting ballot.
☐ Voter completed affidavit of religious objection within 5 business days after casting ballot.
☐ Voter did not complete affidavit of religious objection within 5 business days after casting ballot.

Final Action Taken on Affidavit Ballot:

- ☐ ACCEPTED
☐ REJECTED

Follow-Up Action Taken:

- ☐ Address changed/updated in SEMS
☐ Voter returned to active status in SEMS
☐ Information forwarded to county/municipality
☐ Mail-in voter registration sent to voter
☐ Information provided to voter, as requested

Affidavit Ballots

- Voters who cast an affidavit ballot sign a separate receipt book.
- “VOTED” is written beside the affidavit voter’s name in pollbook (if the voter’s name is in the pollbook).
- Provide all voters who cast an affidavit ballot with written information on how to ascertain whether the voter’s ballot was counted and what to do if the voter cast an affidavit ballot because of an inability to present an acceptable form of photo ID.



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Secretary of State

INSTRUCTIONS FOR VOTERS WHO CAST AFFIDAVIT BALLOTS

You have cast an affidavit ballot because:

- You are not registered to vote because you may have been illegally denied registration; or
- You are eligible to vote in this election; you are a resident of this precinct and lawfully registered to vote in this county at least 30 days prior to this date, and:
- You have moved recently from an old street address, as provided on your affidavit ballot envelope, to a new address, also provided on your affidavit ballot envelope; or
- You have not moved recently, but your name is not on the pollbook; or
- You did not present photo ID; or
- You have a religious objection to being photographed; or
- You do not otherwise qualify under state or federal law to cast a regular Election Day ballot.

If you cast an affidavit ballot because you did not present photo ID, your affidavit ballot will be counted if you present acceptable photo ID in the Circuit Clerk's Office within the next five (5) business days. If you do not present acceptable photo ID in the Circuit Clerk's Office within the next five (5) business days, your affidavit ballot will not be counted.

If you cast an affidavit ballot because you did not present photo ID based upon a religious object to being photographed, your affidavit ballot will be counted if you complete an Affidavit of Religious Objection in the Circuit Clerk's Office within the next five (5) business days. If you do not complete an Affidavit of Religious Objection in the Circuit Clerk's Office within the next five (5) business days, your affidavit ballot will not be counted.

Under federal and state law, you are entitled to discover the disposition of your affidavit ballot. Please contact your party executive committee (in primary elections), your election commission (in general and special elections) or your Circuit Clerk to determine whether your affidavit ballot was counted and, if not, then why. Please do not telephone the contact until ten (10) days from today.

CONTACT:

TELEPHONE NUMBER:

- All voters who vote by an affidavit ballot must receive instructions.
- Instructions should include contact information for the Election Commissioners (Executive Committee for Primary Elections) and/or Municipal Clerk.
- Federal and State requirement.
- Available from our office.



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Secretary of State

Voting Rules

- A voter may not occupy a voting booth already occupied by another voter.
- The voter may remain in a voting booth no longer than ten (10) minutes if no voters are waiting in line, and no longer than five (5) minutes if other voters are waiting in line.



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Secretary of State

Voter Assistance

A voter, who affirmatively states he/she is blind, disabled, or unable to read or write, may request and receive assistance in marking his/her ballot from any person of the voter's own choosing.

- Any person may assist the voter, except his/her employer, representative of the employer, or a representative of any union in which the voter is a member.



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Voter Instruction

- In case any voter, after entering the voting machine, shall ask for further instruction concerning the manner of voting, two (2) election officers may, if necessary, enter the booth and give him such instructions.
- No manager or person assisting a voter shall, in any manner request, suggest, or seek to persuade or induce any voter to vote any particular ticket, issue or candidate.
- After giving instructions and before the voter casts his vote, the officers or person assisting him shall leave, and the voter shall then register his vote in secret as he may desire.



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Secretary of State

Curbside Voting

- A poll manager is authorized by law to allow a physically disabled voter to vote curbside.
- If the managers, in exercising sound discretion, determine the voter has arrived at the polling place in a motor vehicle but is unable to enter the polling place by reason of his/her physical disability, two (2) or more managers take the pollbook, the receipt book and a ballot or voting device to the vehicle.
- The poll managers determine whether the voter is a qualified voter and follow the voting process.
- If qualified, the voter marks his/her ballot in secret, folds the ballot or puts the ballot in a ballot sleeve, and returns the same to the poll manager.
- The curbside ballot is placed by the poll manager directly into the sealed ballot box. The ballot is NOT placed in an affidavit ballot envelope.



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Secretary of State

Curbside Voting

Miss. Code Ann. § 23-15-541(2)(b):

If the ballot provided to the voter is a paper ballot, the initializing manager shall initial the ballot, and the disabled elector shall fold the voted ballot or place it in a ballot sleeve. The initializing manager shall without delay place the ballot in the ballot box/bag.



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Secretary of State

Curbside Voting

Miss. Code Ann. § 23-15-541(2)(b):

- If the ballot provided to the voter is a paper ballot, the initializing manager shall initial the ballot, and the disabled elector shall fold the voted ballot or place it in a ballot sleeve. The initializing manager shall without delay place the ballot in the ballot box/bag.



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Secretary of State

Curbside Voting

Miss. Code Ann. § 23-15-541(2)(c):

If, while a voter is voting by curbside, there are less than three (3) managers present within the polling place, all voting at the polls STOPS until the managers conducting the curbside voting procedures return. The remaining poll manager(s) shall ensure the security of the ballot box/bag, the voting devices, and any ballots and election materials.



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Secretary of State

Emergency Ballots

If there is a power outage or voting machine failure, paper ballots are used until the issue is resolved.

- Immediately notify Election Central.
- Follow the voting process.
- Deposit all voted ballots immediately into the SEALED ballot box/bag.
 - Do not place voted emergency ballots in an affidavit ballot envelope.
 - DO NOT ENTER THESE VOTES IN THE TSX.
- Counted after the close of the polling place.



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Spoiled Ballots

A voter who mistakenly marks a paper ballot is entitled to receive up to three (3) total ballots.

- If a voter makes a mistake and asks for another ballot, write “Spoiled” across the face of the first ballot and place it in the spoiled ballot envelope.



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Challenged Ballots

When a voter's right to cast his/her ballot is challenged, the poll managers must immediately consider the validity of the challenge, giving both the challenger and the voter the opportunity to speak to the challenge.



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Secretary of State

Challenged Ballots

Who can challenge a voter?

- A candidate on the ballot;
- A candidate's representative/poll watcher;
- A political party's official poll watcher;
- Any qualified voter in that precinct; or
- Any poll manager in the polling place.



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Secretary of State

Challenged Ballots

What are the reasons for a challenge?

- He/she is not a registered voter in the precinct;
- He/she is not the registered voter under whose name he/she has applied to vote;
- He/she has already voted in the election;
- He/she doesn't live in the precinct where he/she is registered;
- He/she has illegally registered to vote;
- He/she has taken his/her ballot from the polling place;
- He/she has cast an absentee ballot but is ineligible to do so; or
- He/she is otherwise disqualified by law.



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Secretary of State

Challenged Ballots

Action I: If the poll managers unanimously determine challenge is FRIVOLOUS, DISREGARD challenge and the voter casts his vote on the voting machine.

- *If the voter is casting an affidavit, emergency, or curbside ballot, the voter is provided a paper ballot and the voted ballot is placed in the sealed ballot box.*



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Secretary of State

Challenged Ballots

Action II: If the poll managers determine the challenge is VALID or WELL TAKEN, the voter is issued a paper ballot and the ballot is immediately REJECTED.

- *Write “Rejected” on the back of the ballot;*
- *Write the name of the voter on the back of the ballot;*
- *Place the ballot in strong envelope marked for rejected ballots;*
and
- *When all rejected ballots have been cast and placed in strong envelope marked for rejected ballots, the envelope is sealed and returned to the sealed ballot box/bag.*



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Secretary of State

Challenged Ballots

Action III: If the poll managers are unable to make a unanimous decision, the voter is issued a paper ballot.

- *Write “Challenged” on the back of the ballot; and*
- *Place the ballot in a strong envelope marked for challenged ballots.*
- *At the close of the polls and after all the unchallenged ballots have been counted, tallied and totaled, the challenged ballots are separately counted, tallied and totaled, with a separate return made of the challenged ballots.*



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Secretary of State

Prohibitions at the Polls

150-Foot Rule

- It is unlawful for any candidate for elective office, or any representative of a candidate, to post or distribute cards, posters, or other campaign literature within 150 feet of any entrance to a building in which an election is being conducted. It is also unlawful for any person to solicit signatures on any initiative petition within 150 feet on election day.

Private Property

- If a polling place is within 150 feet of private property, the owner of the private property may post or distribute campaign literature on his/her property. Polling places that are held on private property are leased to the county for the day of the election, wherein the 150-Foot rule applies



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Prohibitions at the Polls

30-Foot Rule

- No loitering is allowed within 30 feet of a polling place. The Bailiff is to keep the area clear of all persons except voters waiting to vote, credentialed poll watchers/candidates, and election officials.

Disturbances

- If anyone becomes unruly or abusive, the Bailiff should ask him/her to leave. If he/she will not leave, call a local law enforcement officer. All poll managers and persons in the voting place are to aid in keeping the peace. If law enforcement officers must handle the situation, they must leave the premise upon completion.



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Prohibitions at the Polls

No Liquor/Alcohol

- All intoxicated or disorderly persons disturbing the peace by noise or violence in the polling place shall be arrested, jailed, or kept in custody. Such persons may be permitted, if they are a qualified voter, to vote while in custody.

Wearing Campaign Paraphernalia

- Wearing t-shirts, buttons, stickers, etc., with a candidate's name or picture on it within 150 feet of any entrance to a polling place constitutes posting of campaign literature and is prohibited. It must be covered or removed before coming within 150 feet of any entrance to a polling place.



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Secretary of State

Prohibitions at the Polls

Use of Sample Ballots

- It is permissible for an individual voter to bring a sample ballot into the polling place for the voter's own use as a reminder of the candidate(s) for whom he/she intends to vote. A voter, however, cannot be permitted to use the sample ballot as campaign literature in attempting to influence other voters within the polling place.

Other Prohibitions

- It is also unlawful for a candidate, or his/her authorized representative, to appear at any polling place armed or uniformed or displaying any badge or credentials except as may be issued by the managers of the precinct.



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Secretary of State

POLL WATCHER PROHIBITIONS

Poll Watchers shall not:

- Campaign within 150 feet of any entrance where the election is being held
 - Move about the polling places greeting voters
 - Influence or harass voters
 - Interrupt the election process



DELBERT HOSEMAN
Secretary of State

Closing the Polls

7:00 P.M. - UNTIL



DELBERT HOSEMANN
Secretary of State

Closing Procedures

- 7:00 PM: Anyone in line **AT** 7:00 PM is entitled to vote. The bailiff should stand at the end of the line and announce the poll is closed.
- Do **NOT** lock the door. Closing procedures are open to the public.



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Secretary of State

Processing Absentee Ballots

- After all voting has stopped, remove the absentee envelopes and applications from the sealed ballot box.
- Announce the name, address, and precinct as shown on each envelope.
 - Remember the rules for CHALLENGED ballots. Absentee voters may be challenged just like in-person voters.
- Evaluate each application and ballot envelope.
- Mark each envelope either “ACCEPTED” or “REJECTED” as determined by the poll managers.



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Secretary of State

Processing Absentee Ballots

Absentee Application:

- Check for the clerk's original seal and initials (in the lower right hand corner).
- Ensure it was signed by the voter.
- Ensure it was acknowledged or witnessed as required by statute.

If the application is not present, or is missing one (or more) of these items, mark the absentee ballot envelope as “REJECTED,” with the reason written across the envelope.



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Type ballot requested: (Choose one)

- ☐ Democratic Primary ☐ Republican Primary ☐ General Election ☐ Special Election
☐ Democratic Runoff ☐ Republican Runoff ☐ General Runoff ☐ Special Runoff



575212319

OFFICIAL APPLICATION FOR ABSENTEE ELECTOR'S BALLOT

I, _____, duly qualified and registered in the _____ Precinct of the County of _____, and State of Mississippi, coming with the purview of the definition 'ABSENTEE ELECTOR' will be absent from the county of my residence on election day, or unable to vote in person because (Check appropriate reason):

- () (PRESIDENTIAL APPLICANT ONLY): I am currently a resident of Mississippi or have moved therefrom within thirty (30) days of the coming presidential election.
- () I am an enlisted or commissioned member, male or female, of any component of the United States Armed Forces and am a citizen of Mississippi, or a spouse or dependent of such a member.
- () I am a member of the Merchant Marines or American Red Cross and am a citizen of Mississippi or a spouse or dependent of such a member.
- () I am a disabled war veteran who is a patient in any hospital and am a citizen of Mississippi or a spouse or dependent of such a veteran.
- () I am a civilian attached to and serving outside of the United States with any branch of the United States Armed Forces or with the Merchant Marines or American Red Cross, and am a citizen of Mississippi or dependent of such a civilian.
- () I am a citizen of Mississippi temporarily residing outside the territorial limits of the United States and the District of Columbia.
- () I am a student, teacher or administrator at a college, university, junior or community college, high, junior high, elementary or grade school whose studies or employment at such institution necessitates my absence from the county of my voting residence or a spouse or dependent of such a student, teacher or administrator who maintains a common domicile outside the city of my voting residence with such student, teacher or administrator.
- () I will be outside the county on Election Day.
- () I have a temporary or permanent physical disability.
- () I am sixty-five (65) years of age or older.
- () I am the parent, spouse or dependent of a person with a temporary or permanent physical disability, who is hospitalized outside his county of residence or more than fifty (50) miles away from his residence, and I will be with such a person on election day.
- () I am a member of the congressional delegation, or a spouse or dependent of a member of the congressional delegation.
- () I am required to be at work on election day during the times at which the polls will be open.


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Secretary of State

I hereby make application for an official ballot, or ballots, to be voted by me at the election to be held in _____ County,
for the _____ Election.
Mail "ABSENTEE ELECTOR'S BALLOT" to me at the following address: _____

(If eligible to vote by mail).

I realize that I can be fined up to Five Thousand Dollars (\$5,000.00) and sentenced up to five (5) years in the penitentiary for making a false statement in this application and for selling my vote and violating the Mississippi Absentee Voter Law.

If you are temporarily or permanently disabled, you are not required to have this application notarized or signed by an official authorized to administer oaths for absentee balloting. You are required to sign this application in the proper place and have a person eighteen (18) years of age or older witness your signature and sign this application in the proper place.

DO NOT SIGN WITHOUT READING

IN THE WITNESS WHEREOF I have hereunto set my hand and seal this the _____ day of _____, 2____,

(Signature of Absentee Elector)

SWORN TO AND SUBSCRIBED before me this the _____ day of _____, 2____.

(Official authorized to administer oaths for absentee balloting)

(Circuit Clerk)

(Deputy Clerk)

TO BE SIGNED BY A WITNESS FOR VOTERS TEMPORARILY OR PERMANENTLY DISABLED:

I HEREBY CERTIFY that this application for an absentee elector's ballot was signed by the above-named disabled elector in my presence and that I am at least eighteen (18) years of age, this the _____ day of _____, 2____.

(Signature of Witness)

CERTIFICATE OF DELIVERY

I hereby certify that _____ has requested that I, _____
(Print name of voter) (Print name of person delivering application)
deliver to the voter this absentee ballot application. _____
(Signature of person delivering application)

(Address of person delivering application)


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Secretary of State

Processing Absentee Ballots

- A COPY of an absentee ballot application will be attached to the absentee ballot envelope of a voter who is permanently disabled and automatically receives a ballot by mail each election.
- A COPY of a Federal Post Card Application may be attached to the absentee ballot envelope of a UOCAVA voter. The FPCA may be electronically or not signed by the UOCAVA voter.



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Voter Registration and Absentee Ballot Request Federal Post Card Application (FPCA)

For absent Uniformed Service members, their families, and citizens residing outside the U.S.

For any questions about this form, consult the Voting Assistance Guide available in hard copy or on FVAP.gov or your Voting Assistance Officer.

Please print in black ink.

Classification

Make only 1 selection.

(In most States, you must be absent from your voting district to use this form.)

- 1 I request an absentee ballot for all elections in which I am eligible to vote AND:
- ☐ I am a member of the Uniformed Services or Merchant Marine on active duty OR ☐ I am an eligible spouse or dependent.
- ☐ I am an activated National Guard member on State orders.
- ☐ I am a U.S. citizen residing outside the United States, and I intend to return.
- ☐ I am a U.S. citizen residing outside the United States, and my return is not certain.
- ☐ I am a U.S. citizen and have never resided in the United States.

Political party

2 Your State may require you to specify a political party to vote in primary elections:

Legal name

3 Last name Suffix

First name Middle name

Previous name (if applicable)

Identification

Some States require your full SSN. Check your State's pages in the Voting Assistance Guide on FVAP.gov.

4 State Driver's License or ID

OR Social Security Number

Birth date M M D D Y Y Y Y Sex ☐ M ☐ F Race

See instructions

Contact information

Include international prefixes. No DSN numbers.

5 Telephone

Fax

Email

Ballot receipt

6 Rank from 1-3 in order of preference; be sure appropriate contact information is provided above.

I prefer to receive my ballot, as permitted by my State, by: ☐ Email/Online ☐ Mail ☐ Fax

Voting residence address

Usually your last U.S. residence or your legal U.S. residence. See instructions.

7 Street Address (not P.O. Box) Apt. #

City/Town/Village

County State Zip Code

Where to send my ballot


8 This is your current mailing address and should be different from above. If required, place a forwarding address in Box 9.

Additional requirements for your State

9 Such as: mail forwarding address, additional email address/phone number, or other State required information. See Voting Assistance Guide.

Affirmation (REQUIRED): I swear or affirm, under penalty of perjury, that:

- The information on this form is true, accurate, and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.
- I am a U.S. citizen, at least 18 years of age (or will be by the day of the election), eligible to vote in the requested jurisdiction, and
- I am not disqualified to vote due to having been convicted of a felony or other disqualifying offense, nor have I been adjudicated mentally incompetent; or if so, my voting rights have been reinstated; and
- I am not registering, requesting a ballot, or voting in any other jurisdiction in the United States, except the jurisdiction cited in this voting form.

Signature 

You must sign and send in.

Today's date

M M D D Y Y Y Y

Witness signature / date if required by your State.

Signature

Date

Processing Absentee Ballots

Absentee Ballot Envelopes:

- Confirm the voter signed across the flap;
- Confirm the person who acknowledged or witnessed the voter's signature also signed across the flap;
- Confirm the voter's signature on the envelope matches the voter's signature on the application;
- Confirm the voter is a qualified elector of the precinct; and
- Check the pollbook to make sure the voter did not vote in person.



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Processing Absentee Ballots

Remember, a UOCAVA voter who returns his/her absentee ballot by email or fax will not sign an envelope. These ballots are placed into an envelope by the Municipal Clerk. A special envelope or a standard notation should be made on these envelopes to alert poll workers it contains a UOCAVA absentee ballot.



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Processing Absentee Ballots

Absentee Ballot Envelopes:

- If the voter is not a registered voter of the precinct, or the voter voted in person on Election Day, or if any one (or more) of the items listed previously are missing, mark the envelope “REJECTED” with the reason written across the envelope.
- If all requirements of the voter, application and envelope are met, mark the envelope “ACCEPTED.”



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Processing Absentee Ballots

If the absentee ballot envelope is marked
“ACCEPTED,”

- “VOTED” is marked in the pollbook beside the voter’s name, with an “AB” notation, and
- The voter’s name is written in the receipt book as if he/she had voted in person.



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Processing Absentee Ballots (cont.)

An absentee ballot must be marked “REJECTED” if:

- No application is provided with or attached to an envelope;
- Municipal Clerk’s initials or original seal are missing from the application;
- Voter and/or witness did not sign the application;
- Voter and/or witness did not sign the envelope across the flap;
- The voter’s signatures on the application and envelope clearly do not match;
- Voter is not a qualified elector of the precinct;
- Envelope is open or appears to have been opened and resealed;
- Voter voted in the precinct on Election Day; or,
- The envelope contains more than one ballot.



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Processing Absentee Ballots

In municipalities using the TSX voting machines:

- Ballot envelopes are marked “ACCEPTED” or “REJECTED” in the precinct by the poll managers and placed in the sealed ballot box/bag. Ballots are delivered to Election Central to be scanned by the officials charged with conducting the election. .
- Election Officials open the “ACCEPTED” ballot envelopes, scan the ballots and add the scanned totals to the machine totals.



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Processing Absentee Ballots

In municipalities not using the TSX voting machines:

- Ballot envelopes are marked “ACCEPTED” or “REJECTED” in the precinct by the poll managers.
- The “ACCEPTED” ballots are opened and the ballots removed, without unfolding or examining the ballots, at the precinct by the poll managers.
- The “ACCEPTED” absentee ballots are deposited into the ballot box before counting/scanning any ballots.
- Poll managers for each precinct count the absentee ballots and add them to the votes cast on to the voting machine totals, if any.



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Processing Absentee Ballots

Rejected Ballots:

- Write the reason for rejection on the ballot envelope.
- Do NOT open the ballot envelope.
- Rejected absentee ballot envelopes are placed in a separate strong envelope, which is then placed into the sealed ballot box and delivered to Election Central.



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Printing Results Tapes

- Follow the closing procedures for your voting machines.
- Read totals aloud.
- Sign total tapes: post one to the wall and place a second in the secure transport bag.
- Complete and sign all documents.



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1. **Number of Paper Ballots received in the Ballot Box**
 2. **Total number of unused and other ballots**
 - 2a. Number of Spoiled Ballots
 - 2b. Number of Unused Ballots
 - 2c. Total spoiled and unused ballots. (Add 2a. and 2b.)
 3. **Paper ballots voted on Election Day**
 - 3a. Number of voted Affidavit Ballots
 - 3b. Number of voted Emergency and Curbside Ballots
 - 3c. Number of voted Challenged and Rejected Ballots
 - 3d. Total voted paper ballots (Add 3a., 3b. and 3c.)
 4. **Total number of Paper Ballots (Add 2c. and 3d.)**
(Should equal Line 1)
 5. **Number of Absentee Ballots received**
 6. **Absentee Ballots processed**
 - 6a. Number of Absentee Ballots processed
 - 6b. Number of Rejected Absentee Ballots
 - 6c. Number of Accepted Absentee Ballots (**Subtract 6b. from 6a.**)
 7. **Total number of electronic ballots cast**
 8. **Enter total voted paper ballots from 3d**
 9. **Total number of ballots cast.**
(Add 6c., 7 and 8)
 10. **Names in Receipt Books**
 - 10a. Number of names written in Receipt Book. (*This should include only accepted absentees*)
 - 10b. Number of names written in Affidavit Register
 - 10c. **Total number of names in Receipt Books. (Add 10a. and 10b.)** (Should equal Line 9)
- Discrepancies/lost/cancelled:
Details _____

		1.
2a.		
2b.		
	2c.	
3a.		
3b.		
3c.		
	3d.	
		4.
	5.	
6a.		
6b.		
	6c.	
	7.	
	8.	
		9.
10a.		
10b.		
		10c.



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Hand Counting Paper Ballots

- Poll Managers read aloud the names of the persons voted for, and those names are taken down (recorded) by the designed manager.
- All proceedings must be in fair and full view of the voting public, including candidates and poll watchers.
- While poll watchers have the right to reasonably view and inspect ballots as they are taken from the box and counted, there must not be unnecessary interference, delay or encroachment upon the order of the proceedings.



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Hand Count Ballot Tally Sheet

2017 Municipal Election

City _____ Race _____

Precinct _____

		Count										
		5	10	15	20	25	30	35	40	45	50	Total
Times Counted	(Number of Ballots)											
Times Blank	(Number of Times No Votes Cast)											
Times Over	(Number of Times Over Voted)											
	(Candidate 1)											
	(Candidate 2)											
	(Candidate 3)											
	(Candidate 4)											
	(Candidate 5)											
Write-in	(Number Only - Do Not Record Name)											



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Paper Ballots

- A reporting of the total number of votes cast must be completed in each precinct.
- The R/R Manager must account for all paper ballots received and returned.
 - The total number of these ballots must equal the number originally accepted by the Receiving and Returning Manager.
 - If the numbers do not match, the Poll Managers must write and sign a written statement under oath accounting for the discrepancy.
- All voted, spoiled, and unused ballots are placed in an envelope in the ballot box.



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1. **Number of Paper Ballots received in the Ballot Box**
 2. **Total number of unused and other ballots**
 - 2a. Number of Spoiled Ballots
 - 2b. Number of Unused Ballots
 - 2c. Total spoiled and unused ballots. (Add 2a. and 2b.)
 3. **Paper ballots voted on Election Day**
 - 3a. Number of voted Affidavit Ballots
 - 3b. Number of voted Emergency and Curbside Ballots
 - 3c. Number of voted Challenged and Rejected Ballots
 - 3d. Number of voted Regular Ballots
 - 3e. Total other paper ballots (Add 3a., 3b, 3c. and 3d)
 4. **Total number of voted ballots**
(Add 2c. and 3e.) (Should equal line 1)
 5. **Number of Absentee Ballots received**
 6. **Absentee Ballots processed**
 - 6a. Number of Absentee Ballots processed
 - 6b. Number of Rejected Absentee Ballots
 - 6c. Number of Accepted Absentee Ballots (Subtract 6b. from 6a.)
 7. **Enter total voted paper ballots from 3e.**
 8. **Total number of ballots cast**
(Add 6c. and 7)
 9. **Names in Receipt Books**
 - 9a. Number of names written in Receipt Book. (*This should include only accepted absentees*)
 - 9b. Number of names written in Affidavit Register
 - 9c. **Total number of names in Receipt Books.**
(Add 9a. and 9b.) (Should equal Line 8)
- Discrepancies/lost/cancelled:
Details _____

		1.
2a.		
2b.		
	2c.	
3a.		
3b.		
3c.		
3d.		
	3e.	
		4.
	5.	
6a.		
6b.		
	6c.	
	7.	
		8.
9a.		
9b.		
		9c.



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Returning Election Materials

Materials returned in the sealed ballot box include:

- All ballots (voted, affidavit, absentee, spoiled, challenged, rejected, emergency and unused);
- R/R Manager Receipt Form;
- Ballot Accounting Form;
- Receipt Book;
- Zero and Result Total tapes; and
- Secure Memory Card Transport Bag.



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Returning Election Materials

Materials NOT placed in the sealed ballot box/bag:

- Pollbook(s);
- Payroll;
- Absentee voters' list; and
- Precinct signs.



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Other Duties

- Clean up your work area.
- Remove all precinct signs and tape from walls.
 - Do not throw away precinct signs. Signs are returned to Election Central in the supply box to be reused.
- Lock and seal all machines, ballot boxes, and supply boxes.
- Receiving and Returning Manager immediately returns ballot and supply boxes to Election Central.



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Processing Affidavit Ballots

- The Executive Committee in Primary Elections and the Election Commission in the General Election process affidavit ballots.
- The affidavit ballot envelopes must be marked as either accepted or rejected, with any required follow-up action noted.



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Processing Voter ID Affidavit Ballots

- The affidavit ballot of a voter ID affidavit voter, who presents an voter an acceptable form of photo ID within five (5) business days after the election to the Municipal Clerk's Office, must be accepted.
- The affidavit ballot of a voter ID affidavit voter, who signs an affidavit of religious objection within five (5) business days after the election in the Municipal Clerk's Office must be accepted.



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AFFIDAVIT OF RELIGIOUS OBJECTION

VOTER INFORMATION: (Please PRINT)

Voter's Name: _____
First Middle Last
Last Four Digits of Social Security # Date of Birth: ____/____/____
Current Street Address: _____
City/Town State Zip
Current Mailing Address: _____
City/Town State Zip

TO THE ELECTION COMMISSION:

The undersigned, after being first duly sworn, deposes and states as follows:

1. I am a duly qualified and registered voter,
2. It is against my religious beliefs and practices to be photographed. / I have a religious objection to being photographed.
3. I understand that I may be convicted of a felony, punished by imprisonment in the county jail for not less than six (6) months nor more than five (5) years in the penitentiary, or fined not less than \$100.00 nor more than \$1,000.00, or both for making a sworn false statement or Affidavit pursuant to Section 97-7-35, Miss. Code Ann.

DATED, this the _____ day of _____, _____.

AFFIANT

SWORN TO AND SUBSCRIBED BEFORE ME, this the _____ day of _____, _____.

(CLERK'S SEAL)

Circuit Clerk's Signature



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Processing Affidavit Ballots

1. Make certain the affidavit is signed by the voter and a poll manager.
2. Look at the reason the voter marked for casting an affidavit ballot.
3. Check the Master Voter Roll (or SEMS) and see if/when the voter registered to vote.
4. If registered, check the voter's status.
 - ACTIVE: Ballot ACCEPTED if cast in the precinct of the voter's current residence.



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Processing Affidavit Ballots

- INACTIVE: Ballot ACCEPTED if cast in the precinct of the voter's current residence (moved out of original precinct but within municipality).
 - PURGED: Ballot REJECTED, if properly purged from SEMS.
 - PENDING: If the voter registered to vote within 30 days of the election, ballot is REJECTED.
 - Look at the voter's registration application or check with the Circuit Clerk's Office. Check the date the application was stamped received/postmarked
5. If the voter is not registered:
- Was a voter registration application received? Any evidence of registration?



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Processing Affidavit Ballots

- Check with the Clerk or SEMS for DPS registrations.
 - Ballot REJECTED if the voter never registered.
 - Ballot REJECTED if the voter is registered, but not within your municipality.
 - Ballot REJECTED if the voter registered within 30 days of the election.
 - Was the voter denied registration?
6. Final action.
- Mark the envelope as accepted or rejected.
 - Mark the reason why the ballot was rejected.
 - Follow-up action.



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Resolution Board

- An odd number of not less than three (3) registered voters of the municipality.
- Members cannot include:
 - Election Commissioners, candidates and parents, siblings or children of candidates
 - Members of a Municipal Executive Committee, in a Primary Election.
 - Members of the Municipal Executive Committee, in a General Election unless members of all political parties who have a candidate on the ballot are appointed.
- Must attend poll manager training.



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Purpose of the Resolution Board

- Manually review damaged, defective, blank or over-voted ballots rejected by the tabulating equipment, i.e., OMR scanners.
- Determine the intent of the voter and record the vote intended by the voter.



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Secretary of State

Resolution Board Review Process

- Ballots rejected by a precinct or central scanner are secured in a separate envelope marked for the “Resolution Board.”
- The “Resolution Board” envelope is received by the officials in charge of the election and delivered to the Resolution Board.



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Resolution Board Review Process

- If the Resolution Board can determine the intent of the voter from the ballot, they prepare a duplicate ballot, identical to the voter's marked ballot.
- The duplicate ballot is scanned through the tabulating equipment (OMR).



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Preparing a Duplicate Ballot

- The Resolution Board makes a photocopy of the voter's original damaged or defective ballot, and
- Marks the voter's original ballot as "Original #1" and the photocopy of the ballot as "Duplicate #1."
- The Board prepares subsequent originals and duplicates in the same manner with sequential numbering.



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Blank Ballots

- Blank ballots are ballots a voting machine rejects because it does not detect a vote on the ballot.
- The Resolution Board examines a blank ballot to verify whether it is blank or marked with a “non-detectable” device.
- If marked with a “non-detectable” device, the Resolution Board prepares a duplicate ballot of the voter’s original ballot and then scans the ballot through the tabulating equipment (OMR).



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Over-votes

- Over-votes are ballots that contain more votes for a particular race or measure than the voter is entitled to cast.
- All ballots rejected by the voting machine containing over-votes must be reviewed by the Resolution Board.
- If the voter's intent cannot be determined by the Resolution Board, the officials in charge of the election may use the OMR to count the votes in the races which are unaffected by the over-vote.
- All other ballots which are over-voted are counted manually by the Resolution Board and the voter's intent is determined by the provisions set forth in statute.



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OMR Ballot Acceptable Marks

In reviewing a ballot on which a voter failed to fill in the circle, the Resolution Board shall count the vote if:

1. The voter marks the circle with an (X) or checkmark and the lines intersect within or on the line of the circle by the ballot measure or candidate.
2. The voter blackens the circle and the blackened portion extends beyond the boundaries of the circle.
3. The voter marks the ballot with an (X) or checkmark and the lines that form the mark intersect adjacent to the ballot measure or the name of the candidate.



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OMR Ballot Acceptable Marks

4. The voter underlines the ballot measure or the name of a candidate.
5. The voter draws a line from the circle to a ballot measure or the name of a candidate.
6. The voter draws a circle around the ballot measure or the name of the candidate.
7. The voter draws a circle around the circle adjacent to the ballot measure or the name of the candidate



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OMR Voting Equipment

- OMR equipment shall be programmed, calibrated, adjusted and set up to reject ballots that appear to be damaged or defective.
- Any switch, lever or feature on OMR equipment that enables or permits the equipment to override the rejection of damaged or defective ballots so that such ballots will not be reviewed by the Resolution Board shall not be utilized.



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Canvassing the Election Returns

The Executive Committee in Primary Elections and the Election Commission in the General Election must “canvass” the election returns. Canvassing requires:

- Verifying all ballot boxes received on election night have seal numbers which match the seal numbers provided by the R/R manager’s form,
- Verifying the receipt book is in the sealed ballot box,
- Verifying receipt of certified results
 - Result Total Tapes or Hand-Count Tally Sheet,



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Canvassing the Election Returns

- Verifying absentee ballots are marked accepted or rejected,
- For accepted absentee ballots, ensuring the voters' names are written in the receipt book and "VOTED" was written in the pollbook, with the notation "AB,"
- Comparing the number of absentee ballot envelopes (total) to the number of absentee voters' names provided on the absentee ballot list provided by the Municipal Clerk,
- Opening and scanning the accepted absentee ballots (if using a central scanner),



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Canvassing the Election Returns

- Securing all absentee ballot materials,
- Scanning emergency and curbside ballots (if using a central scanner),
- Securing emergency and curbside ballots,
- Accepting or rejecting affidavit ballots,
- Ensuring all affidavit voters' signatures are on a separate receipt book and the count matches,
- Opening and scanning the accepted affidavit ballots (if using a central scanner),
- Securing affidavit ballots,



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Canvassing the Election Returns

- Matching the Result Totals from the tapes to the Ballot Accounting form,
- Verifying the tally conducted by the poll managers on Election Day,
- Verifying the Ballot Accounting forms,
- Creating a separate Ballot Accounting form for the entire municipality, and
- Ensuring all ballot boxes are resealed and the seal number is recorded.



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Secretary of State

Official Recapitulation

The Municipal Election Commission will prepare three (3) Official Recapitulation Sheets containing the vote of the entire municipality by ward. They will forward one copy to Delbert Hosemann, Secretary of State, P.O. Box 136, Jackson, MS 39205-0136 or by faxing to (601)576-2545, file one copy with the Municipal Clerk, and keep the third copy for their records.

_____ Election

Votes cast in the Municipality of _____, Mississippi on the _____ day of _____, 20____.

We, the undersigned Election Commission, hereby certify that the foregoing is a true and complete recapitulation and statement of the results of a _____ Election held on the _____ day of _____, 20____, in the Municipality of _____, Mississippi, and set opposite the respective names at said election.

In testimony whereof, witness our hand this _____ day of _____, 20____.

The Municipality of _____, Mississippi.

Election Commissioner

Election Commissioner

Election Commissioner

Election Commissioner (If necessary)

Election Commissioner (If necessary)

DELBERT HOSEMAN
Secretary of State

Official Recapitulation

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OFFICIAL RECAPITULATION of votes cast in the General Election held in the Municipality of _____, Mississippi on the _____ day of _____, 20_____

Votes cast in the Municipality of _____, Mississippi
on the _____ day of _____, 20____.

Names of Election Wards

[illegible]

DELBERT HOSEMAN
Secretary of State

Sign All Three Original Recapitulation Reports:

- Report for the Secretary of State's Office
- Report for the Officials in Charge of the Election
- Report for the Municipal Clerk's Office
- Mail, e-mail or fax the Certified Recapitulation to the Mississippi Secretary of State's Office to ensure our receipt within 5 business days after the election.



DELBERT HOSEMANN
Secretary of State

Contact Information

Mississippi Secretary of State's Office *Elections Division*

P.O. Box 136

Jackson, MS 39205

(601)576-2550

Elections Hotline (800)829-6786

www.sos.ms.gov



DELBERT HOSEMAN
Secretary of State